

GRADUATE PROGRAM HANDBOOK
UNIVERSITY OF WASHINGTON
DEPARTMENT OF HISTORY
2017 - 18

This supersedes all earlier editions of the Handbook.

INTRODUCTION

The University of Washington Graduate Program in History is committed to training professional historians who advance scholarly understanding of the past as well as teach and engage broader publics.

This Handbook provides information for students and faculty about policies, requirements, and procedures for the Department's MA and PhD degree programs, as well as a guide to key resources elsewhere at the University for students and graduate faculty. The Handbook is intended to be a helpful desktop reference guide; additional information and links can be found on the Graduate Studies pages of the Department of History website.

The Handbook is updated on an annual basis. Policies and procedures may change from year to year. The handbook is a summary---the most complete, detailed and up-to-date information is found on the Department's website.

Departmental Web Site

<http://depts.history.edu/graduate-studies>

Graduate School Web Site

<http://www.grad.washington.edu/>

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GENERAL PROGRAM INFORMATION

The University of Washington operates on the quarter system, and a full course load is ten graduate credits per quarter.

Students who are US citizens and permanent residents are encouraged to apply for Washington State residency as soon as they are eligible, to avoid paying the difference between in-state and out-of-state tuition. Contact the UW Residence Classification Office for information.

DEFINITIONS

Division: Broadly-defined chronological, geographical, or topical categories (eg. United States; Europe, Science) into which the graduate students and faculty are organized. Students are admitted into a division of the program and do not change divisions once enrolled.

Field: A program of study within a division, either limited by chronology (19th Century United States) or by subject (Urban History). Students apply to work in certain fields under the direction of particular faculty. Students can change fields only within certain limits—for example, a student admitted in the Asia division to study the field of modern South Asia cannot switch to the field of Early Imperial China once admitted. A student could change a secondary field, but not the primary field for which they were evaluated for admission.

Research Seminar: A two-quarter course in which the student researches and writes a seminar paper, which is required for both the MA and PhD programs. All MA students must complete a research seminar paper by the end of their first year. PhD students can complete the seminar paper in their first year or in Autumn/Winter of their second year in the program. HSTRY 596/597 is a two-quarter research seminar that is offered twice yearly in Autumn/Winter and Winter/Spring. This seminar is not limited to research and writing in particular chronological, thematic or geographic areas and it is open to students in all fields of history as a means to complete the seminar

paper requirement for both the MA and PhD programs. The instructor of HSTRY 596/597, in most cases, will not be the direct supervisor of the MA or PhD seminar paper. The MA/PhD seminar paper should be supervised by a faculty member who is a specialist in their MA or PhD fields. The 596/597 instructor facilitates the course where students explore research techniques and writing strategies.

MA Examination: A 60-90 minute oral examination taken in the fourth or fifth quarter of the student's program of study. Students are examined on their two MA fields and the MA seminar paper as well as their progress and quality of work in the program to date. The results of the MA Examination are: pass with recommendation to apply for promotion to PhD, pass without a recommendation be considered for the PhD, or fail.

PhD General Examination: This examination covers four fields, and consists of a four-hour written examination for each PhD field and a two-hour oral exam. The possible grades are Honors, High Pass, Pass, or Fail. A grade of Pass, High Pass, or Honors means that the student advances to Doctoral Candidacy (PhC).

Dissertation Prospectus: This is developed in the same quarter as the PhD General Examination or no later than the tenth week of the quarter following the exams. The prospectus describes the dissertation in approximately ten double-spaced pages, including discussion of: scope and significance, methods and sources, and a schedule for completion. After the student's PhD committee has approved the prospectus, the student gives a **prospectus presentation** to the Department in the final exam week of the quarter following the PhD General Examination.

PhD Final Examination, aka Dissertation Defense: After the student's reading committee has read and approved a complete draft of the entire dissertation, the committee and student meet for a final oral presentation and discussion of the project.

Director of Graduate Studies (DGS): Faculty member who chairs the Graduate Studies Committee and the Graduate Admissions Committee; directs policy; oversees funding and curriculum

decisions; monitors graduate students' progress through the program; and communicates with students, faculty, and staff about the program. The DGS usually serves a three-year term.

Director of Academic Services (DAS): Staff director responsible for all aspects associated with the planning and operation of History's undergraduate, graduate, and advising programs. This includes support of graduate student TAs; curriculum planning and implementation; and helping resolve issues that faculty, graduate instructors and teaching assistants encounter in the classroom.

Graduate Program Assistant and Advisor (GPA): Staff member who advises students on all program procedures and requirements; provides add codes for course registration; manages exams and dissertation defenses; manages MA and PhD committees; provides students with copies of faculty feedback on progress through the program.

Graduate School Representative (GSR): A UW faculty member holding Graduate Faculty status with an endorsement to the Chair from outside History who serves on PhD committees and represents the broad concerns of the University and the Graduate School and assures that all procedures are carried out fairly. The GSR participates in both the General and Final Examinations, and is selected by the student in consultation with her/his faculty advisor(s).

AREAS OF STUDY

Students in the MA and PhD programs are admitted into divisions, which are broadly defined chronological/geographical/topical categories. Departmental divisions are: Africa & the Middle East; Ancient Mediterranean & Late Antique Near East; Asia – Pre-History to Present; Comparative History; Europe – Medieval to Modern Times; History of Science; Latin America; Russia & Central Asia; United States.

A list of specific fields supervised by each faculty member within a division can be found on the faculty member's directory page on the History website.

As early as possible after admission, a student should contact the faculty member(s) with whom s/he wishes to work to understand the requirements for fields and to map out the first year of coursework. Students and their advisers should consult the Three-Year Planning Guide in planning coursework.

Graduate students work closely with their supervising faculty to design their fields of study and to ensure a mutual understanding of how their fields are to be defined for the purposes of examination. The faculty supervisors also determine the foreign language requirements for their fields.

Each of the student's two MA or four PhD fields must be different in content. A single faculty member cannot supervise more than one field. At both the MA and PhD level, adjunct faculty members do not normally supervise primary fields. Fields within the Comparative History division (Comparative Colonialisms, Comparative Gender, Comparative Ethnicity and Nationalism, and Historiography) cannot constitute a student's *primary* field at the MA or PhD level.

MA students can choose either two fields from a single division, or a cross-divisional MA with two fields from two different divisions. Both MA fields must be History fields.

PhD students choose four fields drawn from *at least two* divisions. PhD students should ensure that at least one of their four fields offers genuine diversity from their primary area of concentration both in the content of the field and the specialization of the faculty supervisor (for example, a student cannot propose three US fields and a fourth Comparative field supervised by another US faculty member). A PhD student may choose to present a third or fourth field involving work in another department of the University, and supervised by faculty from that other department. An outside field should be of particular methodological and/or comparative value to

the student's doctoral program and should contribute to the program's intellectual coherence.

THE FIRST YEAR

In Autumn Quarter, every incoming student in the cohort (both MA and PhD) takes **HSTRY 500: Historical Perspectives**. The second graduate course taken that quarter will depend on the chosen field of study, and may be a research seminar, readings course, or field course, depending on the schedule of offerings.

In Winter Quarter, coursework depends on field. Students specializing in American History must take **HSTAA 521**. MA students must formally establish their committees by the end of Winter Quarter.

In Spring Quarter, coursework also depends on field. Americanists take **HSTAA 522**. PhD students must set up their committees by the end of Spring Quarter. Every student should meet with her or his faculty advisor during Spring Quarter to review progress and plans for the following year.

THE FACULTY COMMITTEES

From the beginning of a student's graduate career, the primary faculty advisor and other committee members will be critical resources and sources of support and guidance in choosing courses, developing fields, and articulating a research project. It is the expectation of the Graduate Studies Committee that faculty advisers and student advisees will meet at least once each quarter before classes begin, and again during the Spring Quarter, to review progress and plans.

There are three types of graduate student advisory committees:

- 1) **The MA Committee** must be established by the end of Winter Quarter of the student's first year in the MA program. The two

members of the MA committee supervise the student's preparation of the MA fields, the MA seminar paper, and direct the MA Exam.

2) **The PhD Supervisory Committee** must be established by the end of the third quarter of graduate study for those students admitted to the PhD program, and by the end of their first quarter in the PhD program for those students who completed the History MA and then promoted to the PhD program. The Supervisory Committee consists of five faculty members: four of the members are the student's PhD field supervisors who supervise the student's preparation of the doctoral fields and seminar paper, and the fifth is the Graduate School Representative. The PhD Supervisory Committee directs the PhD General Examination.

3) **The Reading Committee**, consisting of at least three History faculty members and a fourth member, if desired, is created after passing the PhD General Examination. The Reading Committee approves the prospectus, reads and approves the dissertation, and directs the PhD Final Examination (dissertation defense).

EVALUATING PROGRESS

Continued participation in the graduate program, and Departmental funding, is contingent on satisfactory progress and performance in the program. The student's written and oral work is evaluated not only by course grades, but also by quarterly written evaluations provided by their faculty who teach them in coursework and supervise graduate independent study and dissertation credits and by faculty assessments of student progress such as those included in the Department's Annual Review form and in letters of support for funding. Progress also entails close consultation with faculty advisors.

The end-of-quarter evaluations from the faculty (known colloquially as "the pink sheets") are submitted to the History Graduate Office and are added to the student's file. These are non-confidential evaluations and are accessible to the student upon request to the History Graduate Office.

A History graduate student can review the contents of his/her academic file, with the exception of confidential materials such as the letters of recommendation submitted as part of the graduate application materials and faculty letters submitted for promotion from the History MA program to the PhD program, and faculty comments for evaluation for graduate admission and for promotion to the History PhD program. A student who wants to review his/her file must contact the History Graduate Office to make an appointment. Academic files cannot be removed from the History Graduate Office.

The Department's **Annual Review and funding application** is required for all students in the graduate program. Students and their faculty advisor are expected to meet in the late part of Autumn Quarter or early Winter Quarter for an annual review of progress and plans, as well as mutual goal-setting. The Graduate Office manages this process and sends out reminders to all parties in Autumn Quarter. If the student's advisor believes that s/he is not performing to a standard expected by the Department, the Director of Graduate Studies will follow up with the student and advisor for further discussion.

In addition, on an annual basis, the Graduate Office conducts a yearly satisfactory progress review of the Department's graduate students. Students are alerted to issues regarding their progress in the program. These include Xs, Is, and Ns on the transcript, deadlines for establishing graduate committees, fulfilling the foreign language and seminar paper requirements, and signing up for exams.

If students are judged not to be performing and progressing at a level expected of them, based on students' satisfactory progress review, quarterly evaluations and annual reviews, they will receive written notification from the DGS in consultation with the chair. This written notification will include steps students should take to correct any problems or concerns expressed by the committee or faculty. Failure to comply with these instructions may lead to a recommendation to the Dean of the Graduate School for alteration of a student's standing, i.e. warning, probation or final probation.

DIVERSITY STATEMENT

The Department of History recognizes and approaches diversity as a complex and long-term project that should inform and transform everything we do. To address injustices and oversights of the past and the present, we aim to attract and retain different populations and communities in our faculty, staff, and student body. We also stress the need to offer a diverse intellectual program, including an ongoing discussion of our curriculum and pedagogy to enhance the quality and range of our graduate and undergraduate education.

Many faculty and graduate students in History are engaged with questions of how class, disability, ethnicity, gender, race, religion, and sexuality have shaped social relations and power dynamics across different time periods and geopolitical contexts. Beyond our scholarship, we realize that these are questions relevant to our immediate setting in the Department of History. As we attempt to cultivate a sense of collaboration and a climate of inclusion, we encourage all faculty, staff, and graduate students to reflect on our individual roles and Department policies and practices, pay careful attention to unequal access and power dynamics in and outside the classroom, and strive to promote equity in all aspects of our work.

DIVERSITY COMMITTEE

The primary objectives of the Diversity Committee are to initiate and facilitate an ongoing conversation around the wide range of issues related to diversity and to propose measures to address institutional disparities. In addition to organizing and hosting workshops, seminars, and more informal gatherings, the Committee works with the Chair, the Director of Graduate Studies, the Director of Undergraduate Studies, and various Department committees to make sure issues of diversity are made central to all facets of our Department's work.

Consisting of two faculty, two graduate students, and two staff members, the Diversity Committee also serves as a confidential

resource for students, staff, and faculty who have concerns related to climate and diversity. Any member of the Department's learning and working community may contact one or more members of the Committee with concerns and questions (please consult the departmental website for a list of this year's committee members).

FUNDING FOR GRADUATE STUDY

Students in their first five years of study in the History Department at the University of Washington are guaranteed financial support via fellowships and Academic Student Employee (ASE) positions (TA, RA, SA) that includes a stipend, tuition, and benefits at the rates set by the Graduate School. In order to remain eligible for this funding, students must be meeting expected standards of progress and performance as set by departmental policy and evaluated by their faculty committee on an annual basis.

All students are strongly encouraged to apply for competitive departmental and extra-departmental fellowships, which provide comparable levels of support while exempting students from service requirements. Students who are within the five-year departmental funding rubric and who receive external funding may apply to bank up to one year of departmental funding to be used in their sixth year.

Students in year six and beyond remain eligible to apply for ASE appointments and fellowships as in past years, but their funding is not guaranteed.

Prospective students: All applicants for admission are considered for the Department aid for which they are eligible. A separate application for Departmental funding is not required, although we encourage applicants to simultaneously apply for extra-departmental fellowships (e.g., Foreign Language and Area Studies (FLAS), Simpson Center, Fulbright, SSRC, Newcombe) for which they may be eligible.

Current students: Each Winter, current graduate students in good standing who are interested in being considered for non-service

fellowship funding may apply via a single application (the Consolidated Funding Application) for both departmental and university fellowships. If the student simply desires a TA/RA/SA appointment in the coming year, and s/he is in the first five years of the program, s/he submits the consolidated funding application during winter quarter and should use the form to indicate their funding preferences for the coming year. Students are strongly encouraged to continue to apply for extra-departmental funding, and a track record of applying for and/or securing external funding will strengthen a student's case for departmental awards. For all students in all divisions, a consistent effort to apply for outside funding (FLAS, Simpson Center, et al.) will be an important factor in evaluating student progress through the program, even if that funding is not awarded.

The Graduate Studies Committee evaluates the applications for fellowship funding on: academic merit and course performance; progress toward the degree in a timely manner; performance of duties in any previous departmental position (TA, RA, reader, tutor, etc.); faculty support and endorsement; prior types of funding. Students are ranked. New Ph.C.'s are given priority for departmental dissertation fellowships. The committee makes every effort to balance out types of funding across different kinds of appointments (TA, RA, fellowship) over the course of a graduate student's career.

TIMING OF FUNDING PROCESS

Students meet with their faculty committees during the middle to late part of Autumn Quarter to have a conversation that reviews the student's progress through the program. The faculty chair must report the findings of this meeting to the Graduate Office by the beginning of January. The Consolidated Funding Application opens online at the beginning of January; the deadline for completing this application is the first week of February. In late Autumn Quarter, the DGS holds an information session for graduate students about the funding process. Applications are evaluated in February and March and Departmental funding decisions typically follow in early Spring Quarter. As prospective and current students are considered together in the funding evaluation, the Department finalizes these rankings and awards in mid-April, after new students have given their

final confirmation that they will attend the UW. The DGS will relay preliminary notification of funding awards to student applicants in the middle of Spring Quarter Appointment letters are issued in late May, and they must be countersigned and returned to the office by mid-June. Our goal is to relay interim and final funding news as quickly as possible so that students can make plans for the coming year.

TYPES OF SUPPORT

There are two main categories of funding support: appointments as Academic Student Employees (20 hours/week, 220 total hours per quarter), and non-service fellowship appointments (most commonly applied to first year students and for students in the dissertation writing phase).

ACADEMIC STUDENT EMPLOYEES

The Graduate School requires that all Academic Student Employees (ASE) appointees make satisfactory progress in the graduate program and register each quarter for ten graduate credit hours or more, applicable to the degree. Students (US citizens and permanent residents) holding appointments that carry a tuition waiver are expected to apply for Washington state residency as soon as they are eligible.

Teaching Assistants in the Department of History hold half-time appointments (20 hours per week, total 220 hours/quarter) that provide a monthly stipend, health insurance, a waiver of the operating fee portion of tuition (i.e., tuition minus student fees), and a waiver of the technology fee. Recipients are required to pay student fees of approximately \$360 per quarter.

Research Assistantships are normally awarded to incoming graduate students as part of the recruitment process, or are assigned to current graduate students by faculty mentors who have obtained research assistantships for their students through grant funding or by other means associated with their UW appointments. Research Assistants in the Department hold half-time appointments (20 hours per week, total 220 hours/quarter) that provide a monthly stipend,

health insurance, a waiver of the operating fee portion of tuition (i.e., tuition minus student fees), and a waiver of the technology fee. Recipients are required to pay student fees of approximately \$360 per quarter.

Writing Link appointments are made by the Interdisciplinary Writing Program, and entail an experienced TA teaching English 197, 198, or 199 (Interdisciplinary Writing for Humanities, Social Science, or Natural Science, respectively), linked to one of our large undergraduate sectioned courses. The Writing Link teaches expository writing based on material presented in the History class. Assignments include drafts of papers to be submitted in the History class, and other pieces of analytic prose. Writing Link Instructors hold half-time appointments (20 hours per week, 220 total hours) that provide a monthly stipend, health insurance, a waiver of the operating fee portion of tuition (i.e., tuition minus student fees), and a waiver of the technology fee. Recipients are required to pay student fees of approximately \$360 per quarter. This appointment is administered through the English department.

Pre-Doctoral Instructors teach their own classes. To be eligible, students must have passed their PhD General Exam. Pre-doctoral Instructors hold half-time appointments (20 hours per week, 220 total hours) that provide a monthly stipend, health insurance, a waiver of the operating fee portion of tuition (i.e., tuition minus student fees), and a waiver of the technology fee. Recipients are required to pay student fees of approximately \$360 per quarter.

All Teaching Assistants, Research Assistants, Writing Link instructors, and Pre-Doctoral instructors are considered Academic Student Employees and, as such, are represented by the Academic Student Employees union (UAW Local 4121). To ensure that students do not work in excess of the 220 hours stipulated in the union contract, Pre-Doctoral instructors must fill out a time management plan in advance of beginning their instructorships.

To fund as many graduate students as possible and to ensure that appointees proceed expeditiously toward the completion of their degrees, the Department of History normally does not allow TAs or RAs to hold concurrently any other graduate student service

appointments or comparable fellowships during the tenure of their awards. Detailed information on the appointment process and administrative matters related to the appointment are available online and through the History Graduate Office.

READERS/GRADERS

Another source of support is a **Readership**, an hourly position in which a graduate student grades for a large, un-sectioned undergraduate lecture course that has a fifth-day enrollment of at least 50 students. These may be held concurrently with other funding awards.

FELLOWSHIPS

The Department of History offers a wide range of fellowships to both incoming and current students, detailed information about which can be found on our web site. Many of these are field-specific. Fellowships are awarded as part of the Annual Review and Funding Application process.

In addition, the University of Washington Graduate School as well as other units on campus offer a wide range of fellowship support for students in different stages of graduate study. The University Library provides free assistance to graduate students searching for more information via its Graduate Funding Information Service (GFIS), found at

<http://www.lib.washington.edu/commons/services/gfis> The Graduate School also provides assistance in locating and applying for fellowships, particularly national competitive awards, found at <http://grad.uw.edu/graduate-student-funding/for-students/>

TUITION, BENEFITS, AND FEES

The UW Department of History is committed to supporting the scholarly training of graduate students through internal fellowships that provide financial assistance without service obligations. These fellowships provide stipend support that is intended to be commensurate with the stipends earned by Academic Student Employee (ASE) positions. In AY 2016-17 the Department began

paying for two credits of in-state tuition while students are on fellowship, students may also choose to go on leave. Dissertation-stage students may go on leave while recipients of this fellowship, and pay for health care coverage out of their stipends via GAIP or the open health care marketplace.

FINAL QUARTER TUITION: In order to defend, students must be enrolled for at least two credits. For U.S citizens, the Department will pay for two credits of resident tuition in the quarter for which the defense is scheduled. Students who have not declared Washington residency must do so to avoid paying the difference between in-state and out-of-state tuition. For international students, the Department will pay international tuition. This is a one-time benefit and may not be repeated if the defense occurs later than the quarter for which funding was requested. In order to qualify for the final quarter departmental tuition payment, the student must officially set up his or her defense with the Graduate School by the end of the quarter preceding the defense quarter.

TRAVEL AWARDS

Because of generous donor support, the Department of History is able to offer travel awards to graduate students for research and conference travel. Our priority is to provide substantive support to meritorious students for expenses incurred in pre-dissertation and dissertation-stage research travel as well as participation in scholarly conferences, both as presenters and as job candidates.

For conferences:

- Graduate students presenting papers at scholarly and professional conferences may have their transportation costs (air, rail, car) reimbursed up to the level of \$500. Each student is eligible for one conference travel award per year.
- Graduate students on the job market with interviews at the American Historical Association (AHA) meetings or elsewhere may have transportation costs reimbursed up to \$500.

For research:

- Graduate students embarking on pre-dissertation research may make an application for summer travel support in the Winter and Spring funding rounds. The Department will provide up to \$750 for transportation and accommodation costs for domestic travel, and up to \$1500 for international travel. Graduate students are eligible for one pre-dissertation research award during their time in the program.
- Dissertation-stage students may for travel support in Fall, Winter, and Spring funding rounds. The Department will provide up to \$750 for transportation and accommodation costs for domestic travel, and up to \$1500 for international travel. Each graduate student is eligible for only one dissertation research award in any given academic year.

Details about application guidelines and process can be found on the Department's web site.

PRIZES

The Department of History offers a number of prizes through the generosity of private donors. Applications for these prizes are solicited in Winter, with the awards being made in late Spring.

Thomas M. Power Endowed Prize Fund for Excellence in History: Outstanding Graduate Student Paper. The Thomas Power Prize is given annually. First prize carries an award of \$1000; honorable mention carries \$500. Papers must have been written during the current academic year as part of the student's graduate work at the University of Washington. The recipient is chosen by the faculty Undergraduate Studies Committee (which is also the Department's prize committee).

Thomas M. Power Endowed Prize Fund for Excellence in History: Outstanding History Teaching Assistant. The recipient is chosen by the Undergraduate Studies Committee from nominations from faculty supervisors. The prize carries a cash award of \$500.

York-Mason Award for Research Projects about African Americans in the American West. The York-Mason Award is a

\$500 prize given to the best graduate research paper or project (including but not limited to scripts, photo essays, radio productions, television or film documentaries, or oral histories) on a topic in the History of African Americans in the American West, broadly defined as any of the states from North Dakota to Texas and west to the Pacific Ocean including Alaska and Hawaii, over the chronological period extending from 1528 to the present. Papers on western Canada or northern Mexico will also be considered. Papers must have been written during the current academic year as part of the student's graduate work at the University of Washington. The recipient is chosen by the faculty Undergraduate Studies Committee.

The Robert E. Burke Prize is an honor awarded to the graduate student completing a MA in the field of United States history judged to have amassed the most meritorious record in the past academic year, as nominated and selected by the Graduate Studies Committee. The prize comes with a \$500 cash award.

THE MA PROGRAM

The graduate program in History is designed to train professional historians, with the Doctor of Philosophy being the degree objective for students. Students without an MA in History must apply to the MA program, with the objective of eventually being promoted to the PhD. If you have an MA in another, related field, you may petition during the application process to be considered for admission to the PhD, and faculty in your field will assess this request. Students are not admitted for a terminal MA.

Degree requirements are set in part by the Graduate School and in part by the Department of History. Full and updated information on these requirements can be found on the Department's website and the Graduate School's website.

MA PROGRAM REQUIREMENTS

To receive an MA, students must earn **36 graduate credits**, in which the student has earned a grade of at least 3.5. Discussion of which courses count toward History credit can be found in the *Coursework* section of this Handbook. The student must successfully complete **required first-year courses** (see *The First Year*, above), and write an original piece of historical research: **the seminar paper**. If required at the MA level, the student must also **complete language requirements to the degree of proficiency determined by the faculty advisors**.

Students must **remove all Xs, Is, and Ns** from the transcript before the end of the quarter preceding the quarter in which the MA Exam will be taken.

The UW Graduate School's policies, procedures, and requirements for the Master's degree including credits, grades, time-to-degree, MA Committees and examinations, instructions for applying can be found at <http://grad.uw.edu/policies-procedures/masters-degree-policies/>

FORMING THE MA COMMITTEE

MA students must officially set up their MA Committee and two fields no later than the end of Winter Quarter of their first year in the graduate program. To do this, students and their committee members must fill out the “Request for Establishing a Masters Supervisory Committee” forms, available from the History Graduate Office or on the Department’s website. The faculty supervisor determines the required and recommended preparation (including any foreign language proficiency requirement) needed for the field and the faculty supervisor completes those portions of the field form.

Students construct their fields of study in consultation with their supervising faculty. The MA fields must each be different in scope and content, and must be supervised by a different faculty member. Both committee members must be graduate faculty in the Department of History. The supervisor of the first (primary) MA field serves as chair of the MA committee. As the MA is the student's first professional degree in History, MA fields should be broadly defined (e.g. Modern Russia, Early Imperial China, Twentieth Century U.S.). The first field cannot be a comparative field, but the second one may, if desired. MA fields typically are fields that will be further defined, refined, and supplemented in the student's work at the PhD level.

Establishment of the MA committee and fields also requires the submission of the Graduate School’s Human Subjects form. This is a Graduate School requirement.

FOREIGN LANGUAGE

A reading proficiency in specific, appropriate language(s) is essential for those graduate fields in which the primary documents are not in English. Faculty field supervisors are responsible for specifying any foreign language proficiency requirements for the MA fields they supervise; the language requirement(s) must be included in the “foreign language preparation” section of the MA field form that creates and describes the student’s graduate field supervised by that faculty member. The field supervisor must specify on the field form

what level of language mastery will be expected, and also specify the manner in which the proficiency will be assessed.

The student can fulfill the field supervisor's foreign language proficiency requirement in the following ways:

1. By successfully passing a language translation examination
2. By the demonstrated use of the language in the student's research and writing, usually in the student's MA seminar paper. In this case, the faculty member who requires the language as part of his/her field preparation must verify in writing to the History Graduate Office that the student has fulfilled the standards of proficiency by means of research and writing.
3. By completing a specified number of years and a specified level of formal foreign language training. In this case, the faculty member who requires the language as part of his/her field preparation must verify in writing to the History Graduate Office that the student has fulfilled the standards of proficiency by means of formal language coursework.

A foreign language requirement for the MA must be fulfilled before the end of the quarter preceding the MA Examination.

In cases where there is no field-specific language requirement(s) for the MA fields, the student's Chair must verify in writing to the History Graduate Office that the student's prior foreign language training and preparation are adequate for scholarly research and teaching in the student's MA fields, without a formal demonstration of language proficiency. This evaluation will be based on the student providing the Chair with a written description of the student's current language proficiency and a description of any anticipated need for language skills in research and teaching for the MA. The student's statement must accompany the Chair's verification statement when it is submitted to the History Graduate Office.

THE MA SEMINAR PAPER

The **seminar paper** provides an opportunity for a student to hone the critical skills of historical research under the guidance of faculty and with peer feedback. The research seminar provides practice in defining a strong topic, researching, writing, and presenting one's work, and reading and critiquing the work of colleagues. The MA seminar paper is a critical means by which the program can measure student progress as a scholar in their field, as well as performance in graduate school.

The seminar paper must be completed in a regularly-scheduled two-quarter research seminar, usually HSTRY 596/597. The seminar paper should be the length and format of a journal article (10,000 to 15,000 words including footnotes). One of the student's MA committee members must be substantively involved in the supervision of the seminar paper.

The student must provide the History Graduate Office with a copy of the MA seminar paper for inclusion in the student's file no later than the end of the quarter preceding the MA Exam quarter as a prerequisite for taking the MA Examination.

Once the seminar paper has been approved by the supervising faculty member in the two quarter seminar, the student must provide both members of the MA committee with a copy of the MA seminar paper no later than the end of the first week of the MA Exam quarter. Committee members have two weeks to read and review the seminar paper once they receive it

THE MA EXAMINATION

The MA exam may be scheduled for any time up to the end of the seventh week of the quarter. The student and both MA field supervisors must be physically present at the MA Exam.

The MA exam is an oral examination of 60-90 minutes. It includes a discussion of the graduate student's seminar paper and examination on the two fields the student has begun to define and develop with

the committee members. In most cases, the fields will have been encountered through regular coursework. Where circumstances warrant, the committee members may choose to have students read a moderate number of additional books to ensure that they are properly prepared.

There are three possible grades for the result of the MA examination:

- Pass, with a recommendation that the student apply for promotion to the History PhD program.
- Pass with a recommendation that the student not be considered for the History PhD program
- Fail. If the student fails the MA exam, the MA committee provides a written explanatory evaluation of the student's performance in the exam, which will be placed in the student's file. The grade sheet and the evaluation are not confidential; the student may see both. There is no re-examination for the MA.

Students should take the MA Exam no later than Winter Quarter of the student's second year in the graduate program. Extending the time to completion of the degree beyond these limits can be cause for concern about the student's progress in the program and, consequently an extension will be granted only in cases of extenuating circumstances beyond the student's control such as the faculty's requirements for field or language preparation. A student who must postpone the completion of the MA beyond the expected norm must submit an explanatory petition, supported by a letter from the chair of the MA committee, for the approval of the Director of Graduate Studies.

TIME LIMITS

The MA must be completed within six years; this is a Graduate School requirement. Time spent on-leave and/or out-of-status counts toward the six-year limit.

PROMOTION TO THE PhD

After successful completion of the MA Exam, a student who wishes to continue on for the PhD degree in the Department must submit to the Graduate Studies Committee an application to be considered for promotion to the PhD program. The materials required to apply for

promotion to the History PhD program must be submitted to the History Graduate Office by the end of the quarter in which the student completed the History MA degree.

The student must submit a 500-1000 word application for promotion statement that includes:

- a summary of the work for the History MA program (fields, faculty and seminar paper);
- plans for future study including a description of the student's proposed PhD fields and faculty with whom the student plans to work (the student should speak with each of them to confirm the faculty member's willingness to serve in this capacity before submitting the promotion application to the Graduate Studies Committee); and
- a brief description of the proposed dissertation topic.
- The History Graduate Office will provide an unofficial copy of the student's transcript as part of the promotion materials

The chair of the student's proposed PhD committee must provide a letter of support for the student's promotion request. This letter is confidential and must be submitted directly by the faculty member to the History Graduate Office at the time that the student submits the statement of purpose for promotion to the PhD program.

Promotion application materials (including the faculty letter) should be addressed to the History Graduate Studies Committee.

The History Graduate Studies Committee is responsible for decisions on promotion to the PhD program based upon a review of the student's record. The committee may consult with those History faculty members with whom the student has worked and with whom the student proposes to work.

Students are notified in writing of the committee's decision on the promotion application. If the student is not promoted to the PhD program, the History Graduate Office will inform the Graduate School and the student will not be allowed to register for any further coursework as a History graduate student.

Students who are promoted to the PhD program must meet with the Department's Director of Graduate Studies to discuss their promotion

and their plans for the PhD. At this meeting, the DGS discusses the committee's evaluation of the student's promotion request, answers any questions the student might have, and gives the student the "Request Form For Establishing A Doctoral Supervisory Committee." The PhD Supervisory Committee must be formally established with the History Department and the Graduate School no later than the end of the student's first quarter in the PhD program.

THE PhD PROGRAM

Students enter the PhD one of two ways: 1) they are promoted after successful completion of the MA in History at the University of Washington, or 2) they are admitted to the UW History program with a MA in History in hand. The period of time between a student's admission/promotion and the General Examination is one devoted largely to study in the student's four fields, which prepare the student for teaching and for researching and writing a dissertation.

PROGRAM REQUIREMENTS

Degree requirements are set in part by the Graduate School and in part by the Department of History. Full and updated information on these requirements can be found on the Department's website and the Graduate School's website.

The PhD degree requires at least 90 credits, of which at least **60 credits** of graduate-level (500/600) History and History field-related coursework must be earned prior to the PhD General Examination, and at least 27 credits of HSTRY 800 (Dissertation Research and Writing) must be taken after the PhD General Examination.

- 30 of the 60 credits required for the General Examination can be counted from the History and History field-related coursework done for the MA in History at the University of Washington.
- The other 30 credits of the 60 must be done as a History PhD student.
- At least three courses (15-18 credits) of the 30 credits taken at the PhD level must be numerically-graded 500-level credits of History or History field-related graduate coursework.
- There is a limit of 15 total credits in 590 courses in each division (HSTEU 590, HSTAA 590, HSTCMP 590, etc.), and 590 credits taken prior to beginning work at the PhD level count toward this limit.
- Please note that Teaching Assistants normally are not allowed to hold their appointments for more than two years following the receipt of the MA degree without successfully taking and passing exams, and achieving candidacy.

THE PhD COMMITTEE

Students who are promoted to the History PhD program must officially set up their PhD Supervisory committee and fields no later than the end of the quarter in which they were promoted to the PhD. At their post-promotion meeting, the DGS will provide the student with the “Request for Establishing A Doctoral Committee” form, which provides information and instructions for establishing the PhD committee and fields, and includes the Graduate School Representative form and the Human Subjects form.

The supervisor of the first (primary) PhD field serves as chair of the PhD Supervisory committee. The four PhD fields must each be different in scope and content and each must be supervised by a different faculty member. One of the PhD fields can be outside of History and supervised by a non-History UW faculty member. This non-History field cannot be the student’s primary field. Graduate fields are ranked in descending order. Expectations for a student’s first field should be greater than for the second, and so on. PhD students specializing in US history must take at least one chronological field: Early America, Nineteenth Century US, or Twentieth Century US.

A field in the Comparative History division (Comparative Gender, Comparative Ethnicity and Nationalism, Historiography, Comparative Colonialisms and Comparative Environmental History) cannot be the student’s first (primary) PhD field.

The faculty supervisor determines the required and recommended preparation needed for the field and the faculty supervisor completes those portions of the field form. The faculty supervisor determines any specific language requirement for the field.

The establishment of the PhD Supervisory committee also requires that a Graduate School Representative (GSR) be named to the committee. The GSR must be a member of the UW Graduate Faculty with an endorsement to Chair and s/he can have no connection to the UW Department of History (as an adjunct, joint, or affiliate appointment). The chair of the student’s PhD Supervisory

committee and the GSR cannot both have appointments (as an adjunct, joint, or affiliate) in the same department outside of History.

THE PhD SEMINAR PAPER

The seminar paper provides an opportunity for a student to hone the critical skills of historical research under the guidance of faculty and with peer feedback. The research seminar provides practice in defining a strong topic, researching, writing, and presenting one's work, and reading and critiquing the work of colleagues. The PhD seminar paper is a critical means by which the program can measure student progress as a scholar in their field, as well as performance in graduate school.

The PhD seminar paper must be completed before the end of the quarter prior to the PhD General Exam. The seminar paper must be completed in a regularly-scheduled, two-quarter research seminar, such as HSTRY 596/597. A copy of the PhD seminar paper (with the attached cover sheet signed by the faculty supervisor) must be provided to the History Graduate Office for inclusion in the student's file before the end of the quarter prior to the General Exam.

FOREIGN LANGUAGE

A reading proficiency in specific, appropriate language(s) is essential for those graduate fields in which the primary documents are not in English. Faculty field supervisors are responsible for specifying any foreign language proficiency requirements for the PhD fields they supervise; the language requirement(s) must be included in the "foreign language preparation" section of the PhD field form that creates and describes the student's graduate field supervised by that faculty member. The field supervisor must specify on the field form what level of language mastery will be expected, and also specify the manner in which the proficiency will be assessed.

The student can fulfill the field supervisor's foreign language proficiency requirement in the following ways:

4. By successfully passing a language translation examination

5. By the demonstrated use of the language in the student's research and writing, usually in the student's PhD seminar paper. In this case, the faculty member who requires the language as part of his/her field preparation must verify in writing to the History Graduate Office that the student has fulfilled the standards of proficiency by means of research and writing.
6. By completing a specified number of years and a specified level of formal foreign language training. In this case, the faculty member who requires the language as part of his/her field preparation must verify in writing to the History Graduate Office that the student has fulfilled the standards of proficiency by means of formal language coursework.

A foreign language requirement for the PhD must be fulfilled before the end of the quarter preceding the PhD General Examination.

In cases where there is no field-specific language requirement(s) for the PhD fields, the student's Chair must verify in writing to the History Graduate Office that the student's prior foreign language training and preparation are adequate for scholarly research and teaching in the student's PhD fields, without a formal demonstration of language proficiency. This evaluation will be based on the student providing the Chair with a written description of the student's current language proficiency and a description of any anticipated need for language skills in research and teaching for the PhD. The student's statement must accompany the Chair's verification statement when it is submitted to the History Graduate Office.

THE PhD GENERAL EXAMINATION

After completing the requisite course credits, language requirements, and seminar paper, the student is able to take the PhD General Examination. Students intending to take the PhD General Exam must remove all Xs, Is and Ns from the transcript before the end of the quarter preceding the General Examination Quarter.

Unlike the MA Examination, the PhD General Examination has to occur on a precise schedule in order to accommodate student and faculty responsibilities as well as Graduate School deadlines. The General Examination consists of a four-hour written examination for each of the four PhD fields and a two-hour oral exam. The written examinations and the oral must be held in the same quarter.

Students who promote from the History MA program to the PhD program are expected to take the PhD General Examination **a year after their quarter of promotion**. Students admitted to the Department at the PhD level are expected to take the PhD General Examination **no later than the end of their second year** in the PhD program. Ultimately, it is the PhD field supervisor's responsibility to determine whether a student has completed the necessary field preparation to proceed to the General Examination.

Extending the time to the PhD exams can be cause for concern about the student's progress in the doctoral program; consequently, an extension will be granted only in cases of extenuating circumstances beyond the student's control. A student who must postpone the PhD exams beyond the expected norms must submit an explanatory petition, supported by a letter from the chair of the PhD committee, for the approval of the Director of Graduate Studies.

- A student must write exams in three PhD fields, starting in Fall Quarter of 2017, the fourth PhD field may be coursed out by successful completion of specific coursework as determined by the field supervisor. The fourth field content would still be part of the oral examination. Students admitted prior to 2017 will have the option of coursing out of the fourth field or retaining the written exam for the fourth field, as in prior years. In designing the fourth field, graduate students and the field examiner should discuss an explicit outcome or project that will be the basis for questions in the oral exam. This could include:
 - Teaching syllabi, assignments, and other curricular material for a teaching field designed during coursework.
 - Digital projects that demonstrate mastery over specific digital tools, research methods, or pedagogical approaches.

- Essays or other written work developed in courses or through a certificate program.
- A public history project or a project that involves significant community outreach/education.

Each quarter the History Graduate Office posts an email message to the *gradhist* list setting a deadline for students to sign up to take the PhD General Exam in the next quarter. Students signing up to take the PhD General Exam must indicate which written exam they intend to take on which exam date.

The PhD written exams are given on Tuesdays and Thursdays in the second and third (full) weeks of the quarter. Faculty examiners must provide the exam questions to the History Graduate Office at least a week before the student is scheduled to write the exam.

The Graduate Office will email the exam questions to the student at 9:30am on the scheduled exam day. The student must confirm receipt of the questions via phone or email. The student will return the completed exam to the History Graduate office via email (histgrad@uw.edu) at 2:00PM. This gives the student four hours to write the exam and a half-hour break.

The Graduate Office will forward the completed exam to the faculty examiner via email. Examiners must email their exam comments to the students and the History Graduate Office within a week after the written exam was taken.

The oral portion of the General Examination is scheduled by the student and the committee members for 2-3 weeks after the last written exam, to give the examiners time to read and comment on the exams and the student time to use the comments to prepare for the oral. The four PhD field supervisors (one of whom is the chair), the GSR, and the student participate in the oral portion of the General exam. The student, the GSR, the chair and at least two other field supervisors must be physically present at the oral. If necessary, one of the field supervisors (who is not the chair) can participate via skype or teleconference.

The student must inform the History Graduate Office of the day/time agreed to for the oral portion of the General Exam at least two weeks before it is to be held.

At the conclusion of the oral portion of the General Exam, the student is graded on the written and oral performance in each field, and given an overall grade for the General Examination: Honors, High Pass, Pass, or Fail. A student who passes the PhD General Examination has achieved Doctoral Candidacy (PhC).

Useful tips on preparing for and taking general exams, drawing on the experiences of UW graduate students, can be found on the History web site at:

<http://depts.washington.edu/history/graduate-studies-phd-degree/20-tips-phd-exam>

THE DISSERTATION PROSPECTUS

The Department of History requires its students to develop a robust prospectus at the outset of the dissertation stage of the program. This prospectus outlines the major arguments and interventions of the project, relates it to major debates in the literature, and describes a research plan and intended timeline. The prospectus should be approximately ten double-spaced pages, and include a two-page selected bibliography of primary and secondary sources. The prospectus also can be a document from which fellowship applications can be shaped.

As the prospectus must be presented soon after the PhD exams, the student and the chair of the PhD Supervisory committee should begin discussions about the proposed dissertation, the prospectus, and an appropriate dissertation Reading Committee during the process of preparing for exams.

The Department offers a Dissertation Prospectus course (HSTRY 572) each spring, taught by a rotating roster of History faculty. This is not a required course, but we strongly encourage students to take it where feasible, as it will be helpful in developing a robust and well-planned proposal.

Students usually fulfill the dissertation prospectus presentation requirement during the quarter in which they take their PhD General Exam (or, in case of extenuating circumstances, no later than the exam week of the quarter following their candidacy. The prospectus presentations are normally given on the Monday of final exam week.

THE DISSERTATION READING COMMITTEE

At the time that the student writes the dissertation prospectus, s/he establishes a Dissertation Reading Committee of three members. The composition of the Reading Committee can change if necessary as the student progresses with the dissertation. A student must provide the History Graduate Office with the names of the members of the Reading Committee so that the committee can be officially established through the Graduate School.

The Reading Committee members must read a full draft of the dissertation prospectus and provide comments to the student. Once the PhD chair and the student are satisfied with the prospectus and deem it acceptable in principle, the student will consult with the other Reading Committee members to schedule a one-hour prospectus meeting. This meeting can be added to the oral portion of the PhD General Examination, if all members of the Reading committee also serve on the PhD Supervisory (exam) Committee. In most cases, however, the prospectus meeting will be held separately after the PhD General Examination and will be attended by the student, the PhD chair and the Reading Committee. At the meeting, Reading Committee members can approve the prospectus or request further changes.

If circumstances require that a non-UW faculty member serve as a reader, the Reading Committee must consist of a full UW Reading Committee (three readers who are UW faculty) in addition to the non-UW faculty reader (for a total of four readers). Circumstances that might require a non-UW reader include if the student's primary field specialist has left UW and no other field specialist is available at UW.

The non-UW reader cannot serve as chair or co-chair of the committee.

THE PROSPECTUS PRESENTATION

All students, regardless of when they take and pass their PhD examinations, give an oral presentation of their prospectus to faculty and students in the Department during final exam week. This is a useful way to obtain feedback on content and research plan from both specialists and non-specialists, and it provides an opportunity to share your research with the Departmental community.

After the Reading committee has read and approved the prospectus, the student may participate in that quarter's Departmental prospectus presentation. Please contact the Graduate Office about setting this up. An electronic version of the approved prospectus must be submitted to the History Graduate Office at least a week before the presentation, so that it can be circulated to History faculty and graduate students. A copy of the prospectus is put into the student's file. All History faculty and graduate students are invited to this presentation, and PhD chairs must attend. The session is approximately one hour long. Usually the student's Chair gives a brief introduction to the presentation, and the student should come prepared to give a 20-30 minute presentation of the project that gives a sense of its scope and may also discuss a particular aspect in more detail. Comments and questions will follow.

After the presentation, the graduate student will consult with her/his chair about whether any suggestions made by the audience should be incorporated into the prospectus. Changes in dissertation topics that emerge after the prospectus requirement has been fulfilled do not require submission of another prospectus to the Graduate Office.

THE DISSERTATION

The Department offers a number of resources to support students in their dissertation work, including a portal on the Department web page with links to helpful resources at the UW and beyond. Success

in the dissertation also entails regular contact and consultation with the PhD chair and the Reading Committee. Students are expected to meet with their chair on a quarterly basis, submit regular progress reports via the HSTRY 800 learning agreements, and meet with the full Reading committee at least once per year.

The Reading Committee must read and approve a complete draft of the entire dissertation before the defense can be scheduled. This includes the introduction, chapters, conclusion, end/footnotes, and bibliography.

THE PhD FINAL EXAMINATION (DISSERTATION DEFENSE)

After the Reading Committee has read and approved the dissertation, the student may contact the History Graduate Office to schedule the PhD Final Examination (dissertation defense). The Graduate Office will provide the student with instructions for finding a day/time for the defense and a copy of the Department's "PhD Final Exam Approval Form." The student must inform the History Graduate Office of the day/time for the defense at least two weeks before it is held. All members of the Reading Committee and the Graduate School Representative (GSR) must participate in the defense. The student, chair, and GSR must be physically present at the defense, along with at least one other reader. The third reader must also participate, but can do so via skype or teleconference if necessary.

The GSR who served on the PhD Supervisory Committee for the General Examination continues to serve in this capacity for the Final Examination. The student should ask the GSR whether s/he wants to read the entire dissertation or any part of it.

The History Graduate Office will provide the Chair with the Graduate School's Warrant for the Final Examination, to be signed by the Committee at the conclusion of the defense.

At the defense, the Committee often invites the student to talk for 15-20 minutes about the dissertation topic, research process, significant findings, interventions in the literature, and any plans for future expansion into a manuscript. The PhD Final Examination is open to

any member of the UW Graduate Faculty; others may attend with the permission of the student and chair of the Reading Committee.

The student is responsible for providing the Graduate School's Doctoral Dissertation Reading Committee Approval Form for the Committee's signatures and for ensuring that the dissertation conforms to the Graduate School's formatting and other requirements for the electronic submission of the dissertation (<http://www.grad.washington.edu/students/etd/>).

The deadline for submission of the dissertation to the Graduate School is the last day of the defense quarter, or by the deadline shortly after the defense quarter established by the payment of the Graduate Registration Waiver Fee.

TIME LIMITS

The Graduate School requires that a UW MA and PhD together or a UW PhD must be completed within ten years. Time spent on leave and/or out-of-status counts toward this limit.

COURSEWORK

Over the course of a student's graduate career, she or he will take core courses required of every graduate student in the Department or in his or her chosen division, as well as have the opportunity to choose courses in History and other Departments that are best suited to individual interests and needs. The latter courses should be chosen in consultation with the primary faculty advisor.

TYPES OF COURSES

Field Courses: A field course is a bibliographic and historiographic introduction to the scholarly literature of a particular field (such as HSTEU: 551: Eastern Europe, 1772-1939 or HSTAS 570: Modern China). Faculty supervisors usually require a student to take the field

course as the foundation for the student's mastery of the content of a field and as preparation for the graduate examination in the field.

A **Research Seminar** is a two-quarter course sequence typically HSTRY 596/597 in which students research, write, and present seminar papers. Students take a research seminar at the MA level, and another at the PhD level.

Graduate Independent Study (HSTRY 600): In addition to appropriate field courses, many students use independent study credits to develop reading lists or to read more extensively in preparation for their graduate examinations. The student and faculty member confer in building a plan of work for HSTRY 600 credits, clearly defining their goals and expectations, including the type and number of assignments that will be required, and arranging regular meetings throughout the quarter. Credits for the HSTRY 600 can vary from 1-5, depending on the reading and writing load. The student and faculty supervisor complete and sign the required HSTRY 600 form to obtain an entry code for independent study credits. HSTRY 600 credits are graded CR/NC only.

Special Topics (590s) are 5-credit courses that are one-time only offerings. They are usually tied to a particular speaker series, an art or museum exhibit, etc., or are new classes that are being offered for the first time before they are added as regular 500-level graduate courses to the History curriculum. Students are limited to taking a total of 15 credits of 590 in each division (HSTRY 590; HSTAA 590; HSTAS 590, HSTAM 590, HSTAFM 590, HSTEU 590, HSTCMP 590)

HSTRY 800: Dissertation Research and Writing: During the research and writing of the dissertation, the student registers for HSTRY 800, Doctoral Dissertation. Doctoral students are required to take at least 27 credits of HSTRY800 over a period of at least three quarters prior to their PhD Final Examination. To obtain an entry code for registration, students complete the HSTRY 800 form and submit it to the Graduate Office. On the form, the student specifies what work will be completed on the dissertation during the quarter. The faculty supervisor does not have to sign the form, but s/he is given a copy by

which to gauge the student's progress and performance for the end-of-the quarter evaluation.

Students can begin registering for HSTRY 800 credits the quarter they take their PhD General examination, provided they have also already met all Graduate School requirements to take the General examination.

REQUIRED COURSEWORK

As an introduction to a broad range of fields and approaches to writing History as well as discussion of History as a discipline, all new History graduate students take **HSTRY 500: Historical Perspectives** in the Autumn Quarter of their first year in the graduate program.

Two required courses focus on the professional preparation of graduate students. **HSTRY-570: Topics in Teaching History** supports graduate students' development as college-level instructors. New History TAs take HSTRY 570 in their first or second year as a TA. All History graduate students also take **HSTRY 571: Academic Career Preparation** either in their second and third years of the graduate program (course content changes each year). These are 3-credit courses, graded Credit/No Credit.

MA and PhD students specializing in US History are required to take **HSTAA 521: Early America to Late 19th Century** (Winter Quarter) and **HSTAA 522: Late 19th Century to Present** (Spring Quarter) of their first year in the graduate program.

PhD students are strongly encouraged to take **HSTRY 572: Dissertation Prospectus**, offered yearly in Spring Quarter. In this course, students craft their dissertation prospectuses, working in conjunction with their respective PhD chairs and committees, who must approve the prospectus before it is presented to the Department. In addition to fulfilling a departmental requirement, students can use the completed prospectus as a component for future funding and employment applications.

CREDIT REQUIREMENTS FOR A DEGREE

To be considered a full-time graduate student, one must register for a minimum of 10 credits of graduate-level History and History field-related courses each quarter. A normal, full-time class load is two History graduate courses per quarter.

- Number of graduate credits required to receive a MA: 36
- Number of graduate credits required to take the PhD General Examination: 60

Language training classes (at any level) are not counted toward the credits needed for a History graduate degree and they do not count toward the 10 credits of graduate-level coursework needed for fulltime registration. Graduate-level classes offered by foreign language departments that are history-content based would count toward History graduate degree credits if the class is required for graduate field preparation by a field supervisor.

Credits taken in professionalization courses (HSTRY 570, HSTRY 571, GRDSCH 615, GRDSCH 616) are also not counted toward the credits needed for a History graduate degree. However, they **do count toward the 10 credits** of graduate-level coursework needed for full-time registration.

100/200/300-level courses do not count toward graduate credit. Courses at the 400-level are upper division undergraduate courses. Graduate students (usually at the MA level only) should take 400-level History courses only if required to do so by a faculty field supervisor. In such cases, the student should contact the History Graduate Office to make arrangements so that the coursework can be completed at a graduate level. Graduate students are not allowed to register for courses numbered 491 to 499 under any circumstances--these are courses for undergraduates only and the credits do not count toward graduate degree requirements.

Graduate courses offered by other departments can be counted toward full-time registration and History graduate degree credits if their content is related to the student's fields in History and they are required or recommended by a History field supervisor.

Some courses can be taken more than once and the credits counted toward degree requirements. Other courses are non-repeatable and can be taken only once for degree credit. If a student repeats a non-repeatable class, only one set of credits counts toward the degree requirements. However, both course grades are calculated into the GPA. If you are considering re-taking a History graduate course, check the UW General Catalog to make sure that it is repeatable for credit.

The Graduate School requires a minimum enrollment of at least 2 credits each quarter for any student not formally on-leave. Please note, however, that this is a Graduate School requirement. There may be different enrollment requirements in effect for student loan deferment, etc., that supersede the 2-credit requirement. Students are responsible for knowing the terms of their student loans and for complying with the loan's registration requirements.

GRADING AND SATISFACTORY PROGRESS

The grading scale for History graduate students is:

- 4.0-3.9 Outstanding
- 3.8-3.7 Solid/substantial
- 3.6-3.5 Satisfactory
- <3.5 Unsatisfactory

The expectations for graduate student performance in courses are extremely high, and the range of acceptable grades is much narrower than in undergraduate coursework. Graduate courses (500-level) are graded on a numerical 4.0 scale. HSTRY 600 and HSTRY 800 credits are graded only credit/no-credit (CR/NC) only. (Even if a numerical grade is awarded for HSTRY 600 or HSTRY 800 credits, these are still considered non-graded credits when applied to the degree). Students must earn a grade of at least 3.5 in each numerically-graded course (400- and 500-level) and credit (CR) in HSTRY 600 and HSTRY 800 credits for these credits to be applicable to degree requirements.

Occasionally, a numerical grade or CR cannot be assigned. In those cases, a grade of I, X, or N may be assigned.

- An “I” -- incomplete grade -- is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Remaining work for the course should be completed by the end of the quarter following assignment of the incomplete. If work is not completed before the end of the following quarter the I will not be removed from the student's transcript; the numerical grade or CR will be followed by "/I".
- An “X” grade is assigned when a faculty member, for whatever reason, is unable to submit a grade. The X grade is removed completely from the student's transcript once the faculty member submits a numerical grade or CR.
- “N” indicates that the student is making satisfactory progress and a final grade will be given at the end of the quarter the work is completed. Used only for thesis, research, and hyphenated courses (courses not completed in one quarter) and courses numbered 600 and 800. An N grade carries with it no credit or grade until a regular grade is assigned.

Incompletes, X grades and N grades must be removed from the student's transcript by the end of the following quarter. All X, I, and N grades must be removed from the transcript by the end of the quarter preceding the quarter in which the student intends to take the MA Examination or PhD General Examination and before the quarter in which the student intends to complete the PhD degree.

CONFLICT RESOLUTION

The Department of History is committed to strong support of graduate students in their coursework, teaching, exam preparation, and dissertation writing, as well as to making inclusion a central aspect of our wider departmental culture.

Graduate students are encouraged first to try and resolve any problem that might arise with the faculty or staff member most concerned through informal conciliation within the Department. All parties should keep written records of their meetings and of what was said during these sessions. If you are not comfortable talking with the other party involved in the matter, or not satisfied with the response that you receive, you may ask the DGS or Department Chair to mediate. Students may also wish to consult the Department's Graduate Liaison Committee (GLC), which functions as a graduate student voice to the rest of the Department and a source of peer advice about any concerns students may have.

The DGS, the Chair, and the GLC will treat the matter with strict confidentiality unless the student gives permission to do otherwise. However, students should be aware that the DGS and the Chair are required to report cases of sexual harassment to the appropriate authorities.

If the attempt at an informal resolution within the Department is unsuccessful, the student may file a formal complaint. Sources of information about University resources, with links, can be found on the Department of History website.

CAREER PREPARATION

The Department is committed to training professional historians who advance scholarly understanding of the past as well as teach and engage broader publics in a variety of venues and platforms. Career preparation is not simply something that happens once the dissertation is close to complete, but a process that begins with the first day of graduate school. There are many resources within and beyond the Department to help students as researchers and teachers, as well as helping them maintain optimal work-life balance.

DEPARTMENTAL RESOURCES

The graduate program places a major focus on preparing students to teach at the college level. All first-time Teaching Assistants (TAs) are required to attend the UW **Center for Teaching and Learning's TA Conference** and the **Department of History's TA training** in the week prior to the beginning of Autumn Quarter. They continue this training with participation in **HSTRY 570: *Topics in Teaching History***. The purpose of this course is to develop habits of critical reflection about teaching and to think, more specifically, about why, what, and how to teach history. New History TAs must take this course in the Autumn Quarter of their first year as TA or in the Autumn Quarter of their second year as a TA.

Doctoral candidates are eligible to teach their own classes in the Department as Pre-doctoral Lecturers. Calls for applications for Summer Quarter teaching are normally posted on the *gradhist* electronic list in Autumn Quarter, and calls for academic year teaching are normally posted in late Winter Quarter.

The Department also introduces second and third year students to life as a professional historian (both within and outside of academia) with **HSTRY 571: *Orientation to an Academic Career in History***. Topics covered include presenting research at scholarly conferences, getting published, interdisciplinary collaboration, digital history, and more. All graduate students must take this 3-credit, ungraded course either in their second or third years in the graduate program.

Because a curriculum vitae and a teaching portfolio are necessary components of job application materials, students should begin assembling a CV and a teaching portfolio as early as possible in their graduate careers and should update them regularly. A student's faculty advisor can be a helpful sounding board in developing these materials.

UW RESOURCES

The UW Graduate School offers a robust set of resources for graduate students and for faculty mentors on its web site <http://grad.uw.edu/for-students-and-post-docs/>

These include helpful worksheets about identifying career options, going on the academic job market, developing individual professional goals, time management, and more. The UW Center for Teaching and Learning holds "First Friday" workshops for graduate students on teaching strategies as well as offer many other resources to assist in developing as a TA and as a pre-doctoral instructor. These can be found at: <http://www.washington.edu/teaching/>. Links to these and other resources are found on the Graduate Studies pages on the Department's web site.

MOCK JOB INTERVIEWS

Students on the academic job market may schedule "mock" job interviews with History faculty to help prepare. To schedule a mock interview, contact the DGS with a CV, a copy of the notice of the job(s) for which you are applying, and a copy of the letter of interest you sent with your application materials to the search committee. You do not need to have an interview scheduled to request a mock interview.

GRADUATE STUDENT ORGANIZATIONS

The **Graduate Liaison Committee (GLC)** facilitates communication and the flow of information between the Department's graduate students and its faculty. In addition, the GLC is a social body that works to foster a graduate community and to increase understanding of the historian's role in the academic and broader community. GLC representatives attend open sessions of faculty meetings and meet regularly with the Chair and the DGS.

The GLC consists of three representatives elected annually from three categories: one MA or PhD student, one PhD candidate, and one student employee. Elections are held in Spring Quarter. The **2017-2018 GLC representatives** are Katia Chaterji, Jeffrey Haines and Madison Heslop.

The **Graduate and Professional Student Senate (GPSS)**, established in 1967, is an advocacy organization for graduate and professional students at the University of Washington. In addition to advocating graduate student concerns, GPSS provides a variety of services to graduate and professional students.

The union for Academic Student Employees (ASEs) at the University of Washington is **UAW Local 4121**. The union represents approximately 4,000 Research Assistants, Teaching Assistants, Staff Assistants, Readers/Graders, Tutors, and Fellows and Trainees doing similar work at the three campuses of the University of Washington. Through the Union, ASEs have the right to bargain with the UW over wages, hours, benefits, and working conditions.

The University of Washington is home to the **Delta Iota chapter of Phi Alpha Theta**, the national honor society. Membership is open to graduate students as well as undergraduates. All graduate students are automatically eligible for membership; students admitted to Phi Alpha Theta through chapters at other schools may transfer their membership without expense.

ON-LEAVE POLICIES

Occasionally, professional or personal circumstances may precipitate a graduate student going on-leave from the graduate program. Students commonly go on-leave during part of their dissertation research and writing, sometimes to undertake research off-campus, and sometimes to undertake professional employment elsewhere. This is acceptable to the Department, provided it does not unduly extend the dissertation writing process. Leave will be limited to the quarters in which the student is engaged in full-time research/writing.

For information about the Graduate School's continuous enrollment and graduate leave policies, including eligibility requirements, procedures for requesting leave, and reinstatement to the Graduate School, see Continuous Enrollment and On-Leave Policy at <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>

The Department of History will grant on-leave status to graduate students in good standing who meet the Graduate School's eligibility requirements. The Department will normally approve leaves for up to four consecutive quarters (summer included). If a student wants to extend leave into a second consecutive year, the chair of the student's committee must confirm that the student is making satisfactory progress for each quarter that leave is requested in the second year before the leave request will be approved. A History graduate student can be on leave for a maximum of two years (eight consecutive quarters, summers included).

The Department's deadline for submission of the leave request and payment of the fee is the 10th class day of each quarter.

GRADUATION

The graduation ceremony is a wonderful rite of passage and acknowledgement of accomplishments in graduate school, and the Department encourages graduating students to participate when possible.

The Department holds its own Convocation ceremony for its graduating students (undergraduate and graduate), usually held on the day before UW Commencement. Tickets are not required for guests attending the Department Convocation. Graduates should wear "business casual" attire; caps and gowns are not worn at this celebratory event for students, family, and friends. At the ceremony, the DGS makes a short presentation highlighting the research work of each graduating PhD and gives them an individual commendation.

The University-wide Commencement ceremony is held in Husky Stadium on the Saturday following Spring quarter finals week. Formal academic regalia (cap and gown) is worn at this event.

Students who complete their degrees in Autumn Quarter, Winter Quarter, Spring Quarter, or who have a Summer Quarter dissertation defense officially scheduled with the Graduate School by mid-May may participate in the Department's Convocation ceremony.

The UW Office of Graduation and Academic Records will mail the diploma to the student's permanent address (as it is listed in MyUW) approximately four months after graduation.

STAYING IN TOUCH

The History Department maintains a number of ways to stay in touch with its alumni, and for former students to update the Department on their news: <https://history.washington.edu/stay-connected> This allows us to keep in contact regarding job opportunities, mentoring, and networking, and allow us to stay current on alumni's professional accomplishments.